



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES – SOFTBALL LEAGUE DIRECTOR

RFP NUMBER 2015-08AA
ISSUED NOVEMBER 17, 2015

PROPOSALS DUE TUESDAY, DECEMBER 1, 2015

SUBMIT TO
CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802

PART I - GENERAL INFORMATION

I-1. Problem Statement. The City is in need of the services of a softball league director to manage day to day activities related to the City Softball League. Additional detail is provided in **Part IV** of this RFP.

I-2. Type of Contract. It is proposed that if the City enters into a contract as a result of this RFP, it will be a **Professional Services Agreement**. A draft of the proposed contract is attached as Appendix A. The City, in its sole discretion, may undertake negotiations with Proposers whose proposals, in the judgment of the City, show them to be qualified, responsible and capable of performing the Project.

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** Tuesday, November 24, 2015. Answers to the questions will be provided to all interested Proposers.

I-5. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-6. Modification or Withdrawal of Proposals. Proposers may modify or withdraw their proposals prior to the due date and time by submitting their modifications or request to withdraw in writing to the Purchasing Division. Modifications or requests to withdraw must be submitted in a sealed envelope indicating the RFP number and project title.

I-7. Response Date. To be considered for selection, hard copies of proposals must arrive at the City on or before 2:00 PM on Tuesday, December 1, 2015. The City will **not** accept proposals via email or facsimile transmission in lieu of a hard copy. The City reserves the right to reject or to deduct evaluation points for late proposals.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made. Please refer to Section I-12 for more information.

I-8. Signatures. An official authorized to bind the Proposer to its provisions must sign the cost proposal. For this RFP, the proposal must remain valid for **90** days or until a contract is fully executed.

I-9. Term of Contract. The term of the contract will commence on the Effective Date and will be for one (1) year with two (2) one-year renewals. The selected Proposer shall not start the performance of any work prior to the Effective Date of the contract and the City shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the Effective Date of the contract.

I-10. Non-Collusion. By submitting a proposal, each Proposer understands, represents, and acknowledges that their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.

I-11. Conflict of Interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. Either certify: (i) that your company is unaware of any potential conflict of interest, or (ii) indicate the potential conflict(s) and the nature of such conflict. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

Each firm submitting a proposal must transmit documentation indicating the firm's compliance or exemption from the above requirements.

I-12. Minnesota Government Data Practices Act. Data supplied in response to this RFP by businesses, firms and individuals is governed by the Minnesota Government Data Practices Act.

PART II - PROPOSAL REQUIREMENTS

II-1. Resume. Please review the Minimum Specifications (attached) and provide a resume highlighting your pertinent qualifications.

II-2. References. Provide at least two references for work performed that is similar in nature to the Minimum Specifications. Please include the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-3. Changes to Standard Contract. Please identify any exceptions to the proposed contract (contained in **Appendix A**) as part of your proposal. Failure to make a submission under this paragraph will result in its waiving its right to do so later, but the City may consider late objections and requests for additions if to do so, in the City's sole discretion, would be in its best interest. The City may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions.

II-4. Cost Submittal. Please provide your proposed fee.

The City will reimburse the selected Proposer for work satisfactorily performed after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the City has issued a notice to proceed.

PART III - CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be received prior to the deadline for submission and properly signed by the Proposer. The City reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in a Proposer's proposal, (2) allow the Proposer to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Proposer's proposal.

III-2. Evaluation. The City has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Proposals will be evaluated based on the qualifications and references provided and the proposed fee.

Respondents with prior background and/or experience will be considered "qualified" to be the Softball league director on behalf of the City of Duluth. The City of Duluth Parks and Recreation will review and interview candidates and make a final determination.

PART IV - MINIMUM SPECIFICATIONS

SOFTBALL LEAGUE DIRECTOR

Duties:

1. Register teams for the upcoming United States Specialty Sports Association (USSSA) sanctioned softball season. Send registration packets to returning teams with the following information (ensuring that all forms are updated and appropriate dates are changed):

- * registration information

- * rules & bylaws

- * roster instruction

- * important dates

- * team roster

2. Process registration and other team support information without Parks and Recreation office support.

3. Work with Parks and Recreation representative on collecting team league fees for the season.

4. Answer questions from managers interested in starting a new team.

5. Conduct team meetings to advise of any new changes in rules from USSSA.

6. Work with regional USSSA umpire representative on new rules for the upcoming season.

7. Work with the City Public Information Coordinator to coordinate ads for local newspaper and press releases.

8. Schedule all teams in 15 different leagues. There is the potential for up to 100 teams with a yearly average of approximately 85-90 teams. (These numbers are determined by the actual number of teams registered.)

9. Commit to managing for the full season. The season lasts 14 weeks plus playoffs. League starts first week of May and games are finished by last week of August (weather permitting).

10. Maintain daily records on results from each game.

11. Schedule single elimination playoffs to determine City champion in each league.

12. Communicate all schedule changes due to weather, field changes, or team conflict.

13. Determine facility scheduling with City of Duluth Parks representative.

14. Determine yearly equipment needs for the upcoming season with City of Duluth Parks representative.

15. Work with umpire scheduler for league games and playoff schedules. Coordinate any changes due to weather or changes in schedules.

16. Update current league standings and post weekly online.
17. Send state association forms and rosters before deadline.
18. Send state tournament forms to all teams before deadline.
19. Submit entries to state tournaments from teams along with rosters and fees to the appropriate state organization. Send information to each team after received from state organization.
20. Work with City of Duluth Parks representative to order and distribute team awards.
21. Perform all other duties related to the management of the City Softball League.